



Virginia Green Conference Centers



Sheraton Richmond West Richmond

The Sheraton Richmond West Hotel is a full service hotel and meeting facility. We offer 372 guestrooms and 27,000 square feet of meeting space.

Green Statement: "As responsible citizens with a concern for the environment we are trying to change out operational procedures and adapt new policies where possible that will minimize our impact on the environment."

GREEN ACTIVITIES



Minimization of Disposable Food Service Products. All conference centers are required to minimize the use of disposable food service products and maximize the use of food service products that are recyclable or compostable in the food service area. When disposable food service items are used, you are encouraged to use products that are made from bio-based or renewable resources, and to provide for the collection / recycling/ composting of food service items disposed of on the premises. This facility pledges that they:

- Use disposable foodservice items made from bio-based materials, renewable materials
- Use disposable foodservice items that are made with recycled content
- Use disposable foodservice items that are recyclable
- Use compostable food service items and direct this material to available composting operations in your area



Recycling and Waste Reduction. All conference centers must have highly-visible locations/containers that provide the opportunity for guests to recycle aluminum cans and plastic bottles. Recycling of steel cans, cardboard, office paper, and composting of waste foods are encouraged as well. Additionally, conference centers must be actively working to reduce their solid waste generation. This facility pledges that they:

- Provide the opportunity for guests to recycle: glass bottles, plastic bottles, aluminum cans, steel cans, newspaper, office paper
- Have recycling bins located: in individual meeting rooms for those guests the request this option
- Also recycle office paper, toner cartridges, cardboard, fluorescent lamps, batteries, electronic equipment
- Track overall solid waste costs
- Have a numeric goal to reduce overall materials that go to the landfill
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Kitchen (or meetings/events)

- Recycle fryer grease and/or filter grease prior to recycling
- Donate excess food from events
- Have an effective food inventory control to minimize waste

Dining room (or meetings/events)

- Use cloth napkins
- Use non-bleached napkins and coffee filters
- Provide condiments, cream and sugar, etc. in bulk
- Use water pitchers to minimize the use of single-use bottles

Restrooms

- Use bulk soap dispensers in public restrooms
- Purchase recycled-content paper towels and toilet paper

Office

- Remove facility and staff names from junk mail lists when possible
- Reuse scrap paper for notes
- Reuse or donate shipping and packing supplies (peanuts, bubble wrap, etc.)
- Use refillable pens and toner cartridges
- Purchase recycled paper with a high-percentage recycled content
- Make double-sided photocopies and avoid making extra photocopies
- Use electronic correspondence and forms when possible

Building and grounds

- Use green cleaning products that are dispensed in bulk
- Use reused building materials or those from sustainable sources
- Use latex low or no-VOC paints
- Properly recycle and/or dispose of thinners and solvents (required by law)
- Perform preventative maintenance on all appliances, HVAC systems, plumbing, and vehicles
- Minimize use of pesticides and herbicides in landscaping



Water Conservation. The facility must have a plan for conserving water that should consider plumbing modifications and landscaping. This facility pledges that they:

- Track overall water usage and wastewater

Activities indoors

- Perform preventative maintenance to stop drips and leaks
- Use water-flow metering to discover leaks and areas of high use
- Have installed:
 - Low flow faucets and showerheads (use less than 2.5 gallons per minute)
 - Low flow toilets (use 1.6 gallons per flush or less)
- Automatic faucets or toilets in public restrooms

Activities outdoors

- Have an effective landscape management plan which utilizes native species and metering and rain gauges



Energy Conservation. The facility must have a plan in place that encourages replacement of lighting and equipment to energy-efficient alternatives. This facility pledges that they:

- Track overall energy bills
- Use ENERGY STAR's Benchmarking Tools for the Hospitality Industry

Heating and cooling

- Have individual thermostats for each room/area
- Regularly perform preventative maintenance on HVAC system
- Have high efficiency heating & air conditioning (HVAC) systems
- Keep office doors and windows closed in HVAC system is on

Lighting

- Have installed high efficiency fluorescent ballasts and lamps (T5s and T8s)
- Have installed compact fluorescent light bulbs in all rooms and in canned lighting

Appliances and electronic devices

- Use ENERGY STAR qualified appliances (commercial kitchens, heating and cooling, consumer electronics)
- Use ENERGY STAR qualified office equipment (computers, monitors, copiers, printers, etc.)



Green Events Package. The facility must offer a “green” or “environmentally-friendly” package for conferences, meetings and other events. Even if the facility only offers occasional, small events, at least recycling will be provided. This facility pledges that they:

- Offer recycling in each meeting space, pitchers of water , clothes napkins for catered events

For more information on Sheraton Richmond West Hotel see www.sheratonrichmond.com or contact Brett Ellison at bellison@sheratonrihmond.com or 804-285-2000 ext 4143.

Virginia Green is the Commonwealth of Virginia’s campaign to promote environmentally-friendly practices in all aspects of Virginia’s tourism industry. *Virginia Green* is supported through a partnership between the Virginia Department of Environmental Quality, the Virginia Hospitality & Travel Association, and the Virginia Tourism Corporation. The program has established “core activities” specific to each sector of tourism; these practices are the minimum requirements for participation in the program, but encourages participants to reduce their environmental impacts in all aspects of their operations. **Virginia Green Partners** are committing to help support the program and encourage their customers to join or do business with Virginia Green-certified participants. Although not necessarily tourism facilities themselves, Partners are expected to practice green activities in their own facilities as well. For more information on **Virginia Green**, see <http://www.deq.state.va.us/p2/viriniagreen/homepage.html> or go to www.viriniagreentravel.org.

